

# **Notice of Meeting for The Baraboo-Wisconsin Dells Regional Airport Commission**

**Date and Time:** **Tuesday, January 26, 2021 at Noon**  
**Location:** Baraboo City Hall, Room 205, 101 South Blvd., Baraboo, WI  
**Commissioners Noticed:** Michael Palm and Tom Diehl  
**Others Noticed:** Casey Bradley, Kay Mackesey, Village of Lake Delton, Media, Bill Murphy, Joe Canepa, John Webb, Richard Cross, Bureau of Aeronautics (Kimm Kaarto), Rob Nelson

This meeting is open to the public. With the health concerns regarding COVID-19, the City requires anyone appearing in person to wear a mask and practice social distancing.

1. **CALL MEETING TO ORDER**
  - A. Roll Call of Membership
  - B. Note Compliance with the Open Meeting Law
  - C. Approval of minutes from December 16, 2020
  - D. Approval of the agenda
  
2. **APPEARANCES/PRESENTATIONS**
  
3. **PUBLIC COMMENT**
  
4. **ACTION ITEMS**
  - a. Ryte Byte, Inc./Flight Simulator
  - b. Baraboo Flight Center
  - c. TC's Aircare, LLC
  - d. Lot 20 (308 3<sup>rd</sup> St.)
  - e. Airport property for a potential solar farm
  - f. D&W Shaw Farms, LLC
  
5. **INFORMATION ITEMS**
  - A. Report from Airport Manager, Casey Bradley
  
  - B. Report from FBO Bill Murphy
  
  - C. Airport Budget Reports and Balance Sheets
  
  - D. Card Reader System Upgrade
  
  - E. Fuel System Update
  
  - F. Next meeting date – Date to be determined
  
6. **ADJOURNMENT**

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Posted Agenda 1/22/2021 by D. Munz

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk, 101 South Blvd, Baraboo, WI, or phone 608-355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

**FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH**

**1. Call Meeting to Order**

Present: Michael Palm (Baraboo), Tom Diehl (Village of Lake Delton).

Also Present: Ed Geick, (Airport Manager), Casey Bradley (City Administrator), Bill Murphy (FBO), Joe Canepa, Dan Rhode (Teacher BHS), Kai Shepard, Grayson, Ben Letendre, Jonah G., and Tammy Thompson Kapp (Teacher BHS)

The owner representatives met at the Baraboo Municipal Building, 101 South Blvd, Room 205, Baraboo was open to the public for this meeting.

The meeting was called to order by Palm at 1:10 PM and roll call was noted of those present by Palm. Compliance of the Open Meeting Law was noted by Palm.

**Previous Minutes**

Approval of the meeting minutes of November 24, 2020. A motion was made by Diehl, seconded by Palm and approved unanimously.

**Approve Agenda**

Moved by Diehl to approve the agenda, seconded by Palm and carried unanimously.

**2. APPEARANCES/PRESENTATIONS - None**

**3. PUBLIC COMMENT - None**

**4. ACTION ITEMS**

- Appoint of Casey Bradley as Airport Manager. A motion was made by Diehl, seconded by Palm and approved unanimously.
- Joe Canepa discussed his proposed Flight Simulator Service. Agreeing that there was certainly interest in moving forward, Commission directed Mr. Canepa to verify his insurance would cover such a service, Airport Manager to bring back an updated lease agreement that included the open office space discussed in the meeting on the first floor of the hangar.
- Joe Canepa discussed possibly adding a memorial picnic shelter, after discussion it was determined the most viable option would be to incorporate some area into the new terminal plans as opposed to building a new structure.

**INFORMATION ITEMS**

- A. Report from Airport Manager, Ed Geick/Casey Bradley  
No report.
- B. Report from FBO Bill Murphy  
No report.
- C. Airport Budget Reports and Balance Sheets  
The Commission acknowledged the reports in the agenda packet.

Next meeting date – Date to be determined

Adjournment: moved by Diehl and seconded by Palm and unanimously approved to adjourn at 1:55 PM.

**City of Baraboo**  
**Airport Fund 630**  
**Balance Sheets**  
**December 31, 2020 and December 31, 2019**

<b>Assets:</b>	<u><b>December 31, 2020</b></u>	<u><b>December 31, 2019</b></u>
<b><i>Current Assets:</i></b>		
Cash	\$ 32,583.91	\$ 343.67
Accounts Receivable	81.22	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
<b><i>Total Current Assets</i></b>	<u>32,665.13</u>	<u>9,523.36</u>
<b>Total Assets</b>	<u><u>\$ 32,665.13</u></u>	<u><u>\$ 9,523.36</u></u>
 <b>Liabilities and Fund Equity:</b>		
<b><i>Liabilities:</i></b>		
Accounts Payable	\$ 1,230.00	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<b><i>Total Liabilities</i></b>	<u>1,230.00</u>	<u>2,328.88</u>
 <b><i>Fund Equity:</i></b>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	24,240.65	(26,490.55)
<b><i>Total Fund Equity</i></b>	<u>31,435.13</u>	<u>7,194.48</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 32,665.13</u></u>	<u><u>\$ 9,523.36</u></u>

**City of Baraboo**  
**Airport Fund 630**  
**Income Statement with Comparison to Budget**  
**For The Twelve Months Ending December 31, 2020**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	994.21	7,668.98	7,000.00	109.56
Landing Fee	-	1,793.65	4,000.00	44.84
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	138.34	140.00	98.81
Rents and Leases	600.00	17,488.08	18,000.00	97.16
Ag Land Rental	-	9,500.00	13,200.00	71.97
Hangar Lot Lease	-	25,690.89	27,000.00	95.15
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	264.82	500.00	52.96
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,594.21</b>	<b>\$ 146,438.76</b>	<b>\$ 153,734.00</b>	<b>95.25</b>

**Expenditures:**

***Airport***

Wages	\$ 270.89	\$ 3,236.43	\$ 9,572.00	33.81
Social Security	19.99	319.77	713.00	44.85
Retirement	22.07	355.54	780.00	45.58
Health Insurance	34.82	852.92	1,624.00	52.52
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	3,500.00	42,000.00	42,000.00	100.00
Publishing	-	-	40.00	-
Professional Services	825.00	14,583.20	15,000.00	97.22
Telephone	124.24	734.79	700.00	<b>104.97</b>
Electricity	592.97	6,462.30	6,000.00	<b>107.71</b>
Heat	52.15	568.52	1,200.00	47.38
Repair & Maint Serv-Equipment	2,127.41	4,480.08	9,865.00	45.41
Fuel Station Maintenance	1,181.50	1,936.50	1,000.00	<b>193.65</b>
Repair & Maint Serv-Buildings	-	1,309.76	1,250.00	<b>104.78</b>
Special Services	-	2,000.00	2,200.00	90.91
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	531.00	6,134.72	2,635.00	<b>232.82</b>
Snow Removal & Mowing	-	-	-	-

**City of Baraboo**  
**Airport Fund 630**  
**Income Statement with Comparison to Budget (Continued)**  
**For The Twelve Months Ending December 31, 2020**

<b>Expenditures (Continued):</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
<b><i>Airport (Continued)</i></b>				
Lighting Repairs	1,820.71	2,138.21	400.00	534.55
Runway & Taxi Repairs	-	6,400.00	6,405.00	99.92
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	91.09	50.00	182.18
Publications. Training. Dues	-	-	240.00	-
Travel	6.90	6.90	60.00	11.50
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	59.22	3,338.37	4,500.00	74.19
Repair & Maint Materials	37.86	672.29	2,000.00	33.61
Repair & Maint - Buildings	-	42.99	2,000.00	2.15
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	1,124.66	10,818.51	8,200.00	131.93
Rents and Leases	(759.68)	(759.68)	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	9,645.00	12,500.00	77.16
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<b>Total Airport</b>	<b>\$ 11,571.71</b>	<b>\$ 122,198.11</b>	<b>\$ 153,734.00</b>	<b>79.49</b>
<b><i>Principal on Notes</i></b>				
Principal	\$ -	\$ -	\$ -	-
<b>Total Principal on Notes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Interest on Notes</i></b>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<b>Total Interest on Notes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 11,571.71</b>	<b>\$ 122,198.11</b>	<b>\$ 153,734.00</b>	<b>79.49</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (9,977.50)</b>	<b>\$ 24,240.65</b>	<b>\$ -</b>	

**City of Baraboo**  
**Airport Capital Imprvmnt Fund Fund 632**  
**Balance Sheets**  
**December 31, 2020 and December 31, 2019**

<b>Assets:</b>	<u><b>December 31, 2020</b></u>	<u><b>December 31, 2019</b></u>
<b><i>Current Assets:</i></b>		
Cash	\$ 114,832.58	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<b><i>Total Current Assets</i></b>	<u>115,930.93</u>	<u>133,267.54</u>
<b>Total Assets</b>	<u><u>\$ 115,930.93</u></u>	<u><u>\$ 133,267.54</u></u>
 <b>Liabilities and Fund Equity:</b>		
<b><i>Liabilities:</i></b>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<b><i>Total Liabilities</i></b>	<u>-</u>	<u>17,143.27</u>
 <b><i>Fund Equity:</i></b>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	<u>(193.34)</u>	<u>(8,644.15)</u>
<b><i>Total Fund Equity</i></b>	<u>115,930.93</u>	<u>116,124.27</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 115,930.93</u></u>	<u><u>\$ 133,267.54</u></u>

**City of Baraboo**  
**Airport Capital Imprvmnt Fund Fund 632**  
**Income Statement with Comparison to Budget**  
**For The Twelve Months Ending December 31, 2020**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	246.27	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 246.27</b>	<b>\$ 158,333.00</b>	<b>0.16</b>
<b>Expenditures:</b>				
<i>Interest on Notes</i>				
Interest	-	-	-	-
<b>Total Interest on Notes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<i>Capital Losses</i>				
Other Supplies & Expense	-	-	-	-
<b>Total Capital Losses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<i>Airport</i>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	439.61	439.61	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
<b>Total Airport</b>	<b>\$ 439.61</b>	<b>\$ 439.61</b>	<b>\$ 166,667.00</b>	<b>0.26</b>
<b>Total Expenditures</b>	<b>\$ 439.61</b>	<b>\$ 439.61</b>	<b>\$ 166,667.00</b>	<b>0.26</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (439.61)</b>	<b>\$ (193.34)</b>	<b>\$ (8,334.00)</b>	